

**Minutes**  
**MACADA Board Meeting**  
**July 14, 2006**

**Call to Order:**

The meeting of the MACADA Board was called to order at 10:50 a.m. by President Tom Frankman on the campus of William Woods University in the Aldridge Building.

**Members Present:** Amy Marie Aufdembrink, Rose Bell, Joan Finder, Artie Fowler, Tom Frankman, Linda Little, Kathie Price, Lisa Runyan, Peggy Sherwin, Tammy Welchert, Sue Yun

**REPORTS:**

**Treasurer:** Krisana West, CMSU

Absent. Written report. Outstanding amount from Truman State has been received.

**President-Elect:** Rose Bell, UMKC.

No report.

**Multiculturalism:** Peggy Sherwin, St. Charles Community College

No report.

**Programs:** Amy Marie Aufdembrink, Missouri State University

Deferred to "New and Continuing Business".

**Communication:** Sue Yun, University of Missouri-Columbia

The summer newsletter is in production, should be finished within a week and mailed shortly thereafter. The newsletter is mailed to all members on the Membership Excel report, as well as posted on the website. Discussion regarding electronic vs. postal delivery should be revisited next year.

**Membership:** Lisa Runyan, Central Missouri State University

No changes since last meeting.

**Regional Reports:**

**Central:** Jeff Wiese, University of Missouri-Columbia

Absent. No report.

**Kansas City:** Tammy Welchert

No report.

**North:** Artie Fowler, Moberly Area Community College

Artie has emailed advisors in all the schools in her region, not just MACADA members. She has not received any responses to date.

**St. Louis:** Kathie Price, St. Louis Community College at Meramec

Kathie emailed the call for proposals for conference sessions to all members of her region.

**Southeast:** Linda Little, Southeast Missouri University

Linda reported one new member, and requested clarification of the membership roster to reflect 6 rather than 5 members in her region.

A brief discussion of membership being linked to the conference ensued. We need to send out reminders that those who will not attend the conference may still renew their membership and point out benefits of membership beyond the conference.

**Southwest:** Kelly Wilson, Missouri Southern State University

Absent. No report.

**Liaison:** Chris Jordan, UMKC

Absent. No report.

## **NEW AND CONTINUING BUSINESS**

### **Region 7 Conference**

Tom invited Cindy Fiedler to chair the conference, but Cindy respectfully declined.

The National Office did not discourage consideration of Springfield/Branson as the conference location, especially since Missouri represents the northern portion of the region. St. Louis still raises negative connotations due the problems with the hotel. Since the regional conference hosted by Kansas was held in Overland Park last year, Kansas City would not draw well. A motion was made and seconded (Sue/Artie) to propose to NACADA that the MACADA Regional Conference 2008 be held in Branson. The motion was approved.

Lisa Runyan offered to co-chair the conference with someone from the Springfield/Branson area. A NACADA manual is available with planning guidelines. The manual recommends that one person handle the program, while a co-chair located near the location coordinate on-site arrangements. Tom will send a letter to members of the Southwest region to see if anyone would be willing to serve as co-chair/location liaison. Approximately 210-250 people generally attend the regional conference.

### **Dissemination of MACADA News to members**

There was some confusion after the last meeting regarding the emailing of “meeting minutes highlights” to members. Tom explained that his intent was to get the minutes approved more quickly; each regional rep could then select information pertinent to that region’s members to highlight and email to the region membership. A suggestion was

made to provide the link to the full minutes on the website. The agreed procedure should be:

1. Approve minutes
2. Post minutes to website
3. Notify board when minutes have been posted
4. Regional representatives select highlights and email their members, including the webpage link.

**Fall 2006 MACADA Conference, Amy Marie Aufdembrink**

Amy Marie has received eleven proposals. The proposals were reviewed and approved.

We will use the Leadership themed keynote speech to encourage members to run for the board. Board members need to be identified early in the conference, perhaps inviting members to seek out board members at the beverage break and dinner. We should also use the keynote as a time to encourage members to sign up to help with the regional conference, since this is a good way for new people to become involved in MACADA without requiring a long-term commitment. The tentative agenda for the opening session should be:

1. Welcome and board introduction
2. Keynote address
3. Brief comments encouraging members to run for the board and/or volunteer for the Regional Conference Planning Committee
4. Announcement that all board members will be available for questions during the beverage break. Encourage members to meet their regional representative at that time.

The conference evaluation form should include a form/section for members to volunteer for the Regional Conference Planning Committee.

Amy Marie brought samples of possible conference favors: pedometer/radios, pop-up business card dispensers, or auto-shades. The board recommended the pedometers as favors.

Tammy Welchert will purchase approximately \$250 worth of premium door prizes. Each board member should bring 4 -5 additional door prizes. Peggy volunteered to handle table decorations.

Dinner options were reviewed. The plated dinner would cost \$22.50 per person as opposed to \$24.50 for the buffet. The plated dinner will include Chicken Romano, salad, vegetable, starch, rolls, tea or coffee, and dessert. We will order for 100 people.

Rose Bell will order etched glass plaques for the Advising Awards.

Candidates for the board need to submit very brief biographies to Joan. A self-nomination form will be in the newsletter. The new board should meet at breakfast; a reminder should be given after the board meeting/election.

Krisana will email the board as to what should be submitted for inclusion in the conference notebooks.

**Future Board Meeting Date and Location:**

The next board meeting will be Thursday, September 14, at 9:00 a.m. at TanTarA prior to the conference.

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Joan Finder  
Secretary